

Criminal Investigation

**Acceptance,
Accreditation,
and Release of
United States
Army Criminal
Investigation
Command
Personnel**

Headquarters
Department of the Army
Washington, DC
22 April 1987

UNCLASSIFIED

SUMMARY of CHANGE

AR 195-3

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

This revision--

- o Updates procedures for application for acceptance and accreditation in the Criminal Investigation Special Agent Program (chap 2).
- o Adds procedures to cover acceptance and training in the CID Laboratory Program (chap 3).
- o Revises policies and criteria for elimination from the CID Program(chap 4).

Effective 22 May 1987

Criminal Investigation

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

By Order of the Secretary of the Army:

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Chief of Staff*

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History. This UPDATE printing publishes a revision which is effective 22 May 1987. Because the structure of the entire text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 11 July 1977. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This revision covers acceptance, accreditation, withdrawal of acceptance/accreditation, and warrant officer application criteria for criminal investigative personnel. It also prescribes qualifications for acceptance as a Criminal Investigation Command

(CID) special agent for Active Army, Army National Guard, and U.S. Army Reserve personnel.

Applicability. This regulation applies to military personnel of the Active Army, Army National Guard, and U.S. Army Reserve. It also applies to civilian personnel seeking acceptance and accreditation in the CID Program.

Proponent and exception authority. Not used.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from HQDA(DAPE-HRE), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U. S. Army Criminal Investigation Command, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015.

Distribution. Distribution of this publication is made in accordance with DA Form 12-9A-R requirements for 195-3 series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 171, 172, and 173 of the subscriber's DA Form 12-9A-R. AR 195-3 distribution is B for Active Army, C for ARNG, and A for USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed DA Form 12-9U-R (Subscription for Army UPDATE Publications Requirements) from the publications account holder.

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Chapter 1 General

1-1. Purpose

This regulation prescribes the selection process and standards for acceptance in the Army Criminal Investigation Command (CID) Program as CID special agents, criminal investigation laboratory (CIL) examiners, and criminal investigation supervisors; provides for submission of applications; and establishes procedures for withdrawal of accreditation of CID special agents.

1-2. References

Required publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commanding General, U.S. Army Criminal Investigation Command (CG, USACIDC) will—

(1) Approve applications for acceptance and accreditation as Department of the Army (DA) criminal investigators (special agents) for Active Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR) CID units.

(2) Approve or disapprove and forward all warrant officer applications for military occupational specialty (MOS) 951A to the appropriate personnel center.

(3) Approve applications for selection as criminal investigation supervisors for all CID components.

(4) Approve waiver of specific prerequisites required for all CID applications.

(5) Establish and control access of individual accreditation files.

(6) Approve applicants for the CIL Training Program in all disciplines.

(7) Eliminate personnel from the CID Program.

b. The Director, Defense Investigative Service will—

(1) Complete an applicant special background investigation (SBI) upon request from Headquarters, USACIDC.

(2) Provide SBI packets for applicants to USACIDC for review.

c. The Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN) will—

(1) Approve release of an applicant from a specific MOS for training as a CID special agent.

(2) Authorize movement of accepted CID applicants and provide information for the preparation of orders to the local military personnel office.

(3) Process CID warrant officer applications and provide recommendations made by the Selection Review Board to the USACIDC.

Chapter 2 Acceptance and Accreditation

2-1. Personnel classification

a. The specialty codes for commissioned officers and the MOSs for warrant officers and enlisted personnel in the criminal investigation field are as follows:

(1) Commissioned officers. (See AR 611-101.) Criminal investigation officer (SC 31D).

(2) Warrant officers. (See AR 611-112.)

(*a*) CID special agent (MOS 951AO).

(*b*) Polygraph examiner (MOS 951AK).

(*c*) Questioned documents examiner (MOS 951AP).

(*d*) Firearms and toolmark examiner (MOS 951AS).

(*e*) Latent print examiner (MOS 951AM).

(*f*) Forensic photographer (MOS 951AN).

(*g*) Forensic chemist (MOS 951AR).

(3) Enlisted personnel. (See AR 611-201.) Enlisted personnel

will retain their assigned MOS until appropriate action is taken by the U.S. Army Military Police School (USAMPS) to change the MOS on completion of the Criminal Investigation Course. At that time, enlisted personnel will be awarded MOS 95D and the special qualification identifier (SQI) Y2, which will be retained during the apprentice period. On completion of the apprentice period and accreditation, the SQI will be withdrawn. Listed below are MOS for enlisted personnel.

(*a*) E-4—95D10.

(*b*) E-5—95D20.

(*c*) E-6—95D30.

(*d*) E-7—95D40.

(*e*) E-8—95D50.

(*f*) E-9—95D50.

b. Classification of individuals in MOS 951A and 95D is contingent on their acceptance by the CG, USACIDC.

c. Classification of warrant officers in the specialty of polygraph examiner is governed by the provisions of AR 611-112 and AR 195-6.

d. Classification of warrant officers and enlisted soldiers in the laboratory forensic fields is contingent on their acceptance for and completion of the required courses of instruction. (See chap 3.)

2-2. Prerequisites for acceptance

Individuals requesting acceptance in the CID program must possess the qualifications listed in *a* through *c* below. Waivers of certain prerequisites may be granted according to paragraph 2-3.

a. Enlisted special agent candidates qualifications are as follows:

(1) U.S. citizenship (native born or naturalized).

(2) No record of mental or emotional disorders, including pathological personality disorders as diagnosed by a physician.

(3) Suitable character, integrity, reputation, sobriety, discretion, and stability as established by a completed SBI and by any other information developed during application processing.

(4) No record of unsatisfactory credit.

(5) No convictions by a civil court for other than minor traffic violations. More than three moving traffic violations within a 3-year period or a series of parking violations that tend to show a disregard for established laws will not be considered minor (explanation of circumstances is encouraged).

(6) No convictions by a general, special, or summary court-martial.

(7) Minimum age of 21 years.

(8) Physical profile of 222, 221, or better. Applicant must attain a minimum passing score on each component of the Army physical readiness test (APRT). Individual must meet the height and weight standards prescribed in AR 600-9, appendix A.

(9) Normal color vision. If color blind, applicant must furnish a medical certificate from a U.S. medical authority certifying that he or she can distinguish between green, red, and amber colors. Applicants for forensic disciplines must meet the criteria of chapter 3.

(10) Minimum of 2 years military service, including 12 months of continuous service immediately preceding the date of the application, and not more than 15 years of military service at the time of final action by the CG, USACIDC. Applicants for forensic disciplines must comply with the provisions of chapter 3.

(11) Standard score of 110 or higher in the aptitude area (general technical (GT) or skill technical (ST)).

(12) No record of having received a less than honorable discharge from any military service.

(13) No record of lost time under Section 972 of Title 10, United States Code (app 3b), Uniform Code of Military Justice.

(14) At least one of the following qualifications: a minimum of 6 months' military police experience; a minimum of 1 year's experience as a civilian police officer; or extensive experience in accounting, logistics, or computers, or MOS that can be incorporated into the criminal investigation realm. A degree in law enforcement or a law enforcement related field may supplement a portion of the experience requirement. (These prerequisites do not apply to laboratory examiner trainees.)

(15) Two years of college at an accredited institution (a minimum of 60 semester hours) or equivalent of 2 years of college as certified by DA under the provisions of AR 621-5. Temporary waiver of half this requirement may be considered when the applicant is otherwise fully qualified.

(a) Requests for waivers will be considered using the whole person concept.

(b) The USACIDC Accreditation Division will conduct an annual reconciliation of the individual's academic achievement, through his or her unit commander, until he or she meets the waived civilian education requirement. If the individual has not met the requirement during the year prior to E-8 promotion zone consideration, the Accreditation Division will also provide guidance to the unit commander concerning Enlisted Evaluation Report (EER) commentary on the individual's efforts (or lack thereof) to achieve the USACIDC civilian education requirement.

(16) Maximum grade of E-6.

(17) At least 24 months of remaining service obligation on completion of the Criminal Investigation Course. Soldiers who do not meet the service remaining obligation requirement can qualify by extending their enlistment or by reenlisting.

(18) Completion of the Test of Adult Basic Education (TABE). All CID applicants except Reserve Component and National Guard must take the TABE, Level D, at their supporting education center. The test results will be an enclosure to the application. If the TABE is unavailable, one of the tests below may be taken as an equivalent.

(a) Comprehensive Test of Basic Skills, Level 4.

(b) Differential Aptitude Test.

(c) School and College Ability Test.

(d) Scholastic Aptitude Test.

(19) Should not be on a current term of enlistment in which an enlistment bonus, a variable reenlistment bonus, or a selective reenlistment bonus has been received. If the applicant has received a bonus, he or she should include a written statement agreeing to the recoupment of the unearned portion of the bonus effective on the date of receipt of a primary military occupational specialty (PMOS) 95D. This statement should be attached to the application for acceptance into the CID. Before an applicant who is an enlisted bonus recipient can be accepted, approval by HQDA (DAPC-EPT-H) is required.

b. Warrant officer special agent candidates qualifications are as follows:

(1) Must have a minimum of 2 years of criminal investigative experience with the USACIDC (serving in MOS 95D).

(2) Should have demonstrated potential for performing successfully under minimum supervision as a team chief, special agent-in-charge, or operations officer. These individuals should also have shown leadership ability and a desire to accept the challenges of increased responsibility. This potential and leadership should be apparent in previous EERs and the commander's endorsements to the application.

(3) Must have, as a minimum, a baccalaureate degree from an accredited institution. Waiver of half this requirement or 60 semester hours may be considered when the applicant is otherwise fully qualified.

(a) Should a significant waiver be required, the decision will be made by the Deputy Commander, USACIDC.

(b) The USACIDC Accreditation Division will conduct an annual reconciliation of the individual's academic achievement, through his or her unit commander, until he or she meets the waived civilian education requirement. If the individual does not demonstrate continual progress toward attaining the required education standard, the Accreditation Division will provide guidance to the unit commander concerning Office Evaluation Report (OER) commentary on the individual's efforts (or lack thereof) to achieve the USACIDC civilian education requirement.

(4) Must have been the subject of a favorably completed SBI.

c. Criminal investigation supervisor qualifications are—

(1) Each of the prerequisites set forth in (a)(1) through (9), (13), and (15) above.

(2) Military and civilian schooling appropriate to grade and length of service.

(3) Successful completion of the CID Orientation Course, the Criminal Investigation Supervisor's Course, or the basic Criminal Investigative Course. The same courses are recommended but not required for laboratory commanders.

2-3. Waivers

Requests for waiver of the specific prerequisites listed in paragraph 2-2 will be submitted with the application and will contain complete justification including recommendations of intermediate commanders.

a. Requests for waiver of U.S. citizenship, history of mental or emotional disorders, conviction by general or special courtmartial, felony conviction by civil court, age, service remaining obligation, more than 30 days' lost time, and less than 60 college semester hours for warrant officer applications will not be granted.

b. All other prerequisites may be waived at the sole discretion of the CG, USACIDC or his representative.

c. Waiver of college semester hours will be annotated in the individual's accreditation file until the requirement is satisfied.

2-4. Preparing CID applications

a. The Privacy Act of 1974 (5 USC 552a) requires that prior to disclosure of personal information, applicants be provided Privacy Act notification. Applicants will be informed that the purpose of the requested information is to establish an applicant's eligibility for acceptance and accreditation in the CID Program. Routine uses of the information include making a security determination, verification of health, education, military training, ability to express oneself in written communication, and eligibility for continued assignment to criminal investigative duties. Although furnishing the information is voluntary, failure to furnish all or part of the information may result in a delay in processing the application or in non-selection for assignment to USACIDC.

b. Applications from individuals serving or about to serve overseas may be submitted at any time. However, the individual must complete a minimum of 12 months in the overseas assignment before being fully accepted and scheduled to attend the CID basic course.

c. Enlisted personnel and civilians applying for acceptance as special agents and warrant officers and civilians applying as laboratory trainees will submit an application packet. The format at figure 2-1 will be used for the cover document. The use of DA Form 2496 (Disposition Form) is optional for civilians. In addition to answering the questions on the cover letter and providing specific information concerning each prerequisite listed in paragraph 2-2 or 3-2, as applicable, the applicant will attach the following documents:

(1) List of service schools completed, giving course title and date completed.

(2) One current copy of DA Forms 2 and 2-1 (Personnel Qualifications Record, Parts I and II).

(3) Original and four copies of DD Form 398 (Personnel Security Questionnaire). Complete the form according to AR 604-5, appendix C or L, as applicable.

(4) Two copies of JUST Form 258 (FBI U.S. Department of Justice Applicant Fingerprint Card (Applicant) (blue)).

(5) One set of DD Form 398-2 (Personnel Security Questionnaire (National Agency Check)). Complete the form according to AR 604-5, appendix C or L. If the March 1981 edition of the DD Form 398 is used, the DD Form 398-2 is not required.

(6) Original and four copies of DD Form 2221 (DOD Authority for Release of Information and Records).

(7) One color photograph (instant type is acceptable) taken in civilian clothes (coat and tie, male; equivalent dress, female) without head covering. The photograph will be a full front view with the applicant looking directly into the camera. A title board with the name of the applicant must appear at the bottom of the photograph. Hair length, sideburns, and mustache will be trimmed to meet Army standards. Failure to meet appearance standards will be grounds in itself for nonselection.

(8) A short biography, which must be prepared at the time of interview. This biography must be in the applicant's own handwriting and prepared under the supervision of CID representatives. The biography will be signed by one CID representative to certify compliance with this provision.

(9) CID interviewer's letter reporting that the interview was conducted and that the results of the interview have been forwarded directly to the CG, USACIDC. (See para B-5 for further information on the statement of interview.)

(10) Documentary evidence of current education level in the form of official college transcripts from accredited institutions, or acceptable college level testing programs. Each applicant must obtain these documents at individual expense. If the policy of the college or university precludes the release of transcripts to the individual, the institution should be requested to forward the transcripts directly to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015. Comments to this effect should be included with the application.

(11) Letters of appreciation, commendation, and recommendation in support of the application. These may be submitted at the option of the applicant. The absence of these letters may make it difficult to reach a favorable decision.

(12) A copy of a current APRT report.

(13) A handwritten contingency statement (fig B-2).

(14) Results of the TABE.

(15) Other material deemed appropriate by the applicant. This must include a statement from applicants, who are receiving any type of bonus, agreeing to repay or forfeit any unused portions of a bonus received on receipt of the PMOS 95D.

d. Individuals desiring appointment as a warrant officer, MOS 951A, must submit an application in accordance with AR 135-100 or NGR 600-101 as appropriate. This application will include the following:

(1) Specific information concerning each prerequisite listed in paragraph 2-2a orb or paragraph 3-1.

(2) Documentary evidence of current education level. If college or university policy precludes the release of transcripts to the individual, the applicant should request that the transcripts be sent directly to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, and include a comment to this effect with the application.

(3) A current APRT score, a current skill qualification test score in MOS 95D, and a current weight and height statement from a medical facility.

(4) Copies of the applicant's last three EERs. (If not immediately available, the applicant will so state.) The applicant will not request copies from the U.S. Army Reserve Personnel Center (ARPERCEN) or Enlisted Personnel Records Center, Fort Benjamin Harrison, IN, or MILPERCEN.

(5) Letters of recommendation from CID agent supervisors, to include the applicant's operations officer.

2-5. Forwarding CID applications

a. Enlisted special agent candidates.

(1) Applications, minus SBI-related documents, will be forwarded through the applicant's command channels to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015. Reserve Components (RC) will comply with AR 135-51. Commanders will ensure that all information and documentation required in paragraph 2-4c, with the exception of those listed in 2-4c(3) through(6), are in each application. Each commander's forwarding endorsement must contain a recommendation for approval or disapproval. Reasons for disapproval of the recommendation will be included.

(2) Commanders will ensure that the information contained in the application has been verified by a review of available military records or by personal interview of the applicant.

(3) Commanders will also ensure that the applicant has been interviewed by either the special agent-in-charge (SAC) of a resident agency or branch office, the CID operations officer, the CID

commander, the CID region commander, or the CID detachment commander (see app B). The interviewing officer's impressions of the applicant will be forwarded directly to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, with the SBI documentation. (See para 2-4c(3) through (6).) Documentation will be given to the applicant indicating that the interview has been conducted by a representative of USACIDC and that the above cited forms have been checked for correctness and forwarded directly to USACIDC.

b. Warrant officer candidates.

(1) Application for appointment as a warrant officer special agent from members of the Active Army will be sent from the region to HQ, USACIDC for recommendations and forwarding to MILPERCEN.

(2) Applications from the USAR will be forwarded to ARPERCEN in accordance with AR 135-100.

(3) Applications for appointment in the ARNG will be forwarded to the Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041-5200, in accordance with NGR 600-101.

c. *Civilians.* Applications for the Active Army Enlisted CID Program will be forwarded directly to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015. Civilians applying for initial acceptance into CID Reserve or ARNG programs will forward their applications to Commander, ARPERCEN, ATTN: DAPC-ADR, 9700 Page Boulevard, St. Louis, MO 63132-5200, or to the Chief, National Guard Bureau, ATTN: NGB-ARP-CE, 5600 Columbia Pike, Falls Church, VA 22041-5125, as appropriate.

2-6. Actions on applications for acceptance in CID criminal investigation or forensic science disciplines

a. Applicants for enlisted special agent positions.

(1) Upon a favorable decision, the application for acceptance will be forwarded by the Commander, USACIDC ATTN: CIPA-MPM, 5611 Columbia Pike, Falls Church, VA 22041-5015, to HQDA (DAPC-EPL-M), ALEX VA 22332-0400, providing a school date and assignment.

(2) If deficiencies appear in the applicant's file which are amenable through self-improvement or other action, the application will be disapproved and returned through channels to the applicant. The individual will be encouraged to reapply after accomplishing the actions indicated. If the deficiencies are not correctable, the application will be disapproved and returned through channels to the applicant, stating the reasons for disqualification.

(3) Applications from members of the ARNG and the USAR will be returned through the interviewing office indicating acceptance or nonacceptance.

(4) Applications from civilians will be returned directly to the applicant.

b. Applications for warrant officer positions.

(1) HQ, USACIDC will receive applications for warrant officer appointment from a member of the Active Army through the CID region for staffing. These will be forwarded to HQDA (DAPC-OP-P-PW) ALEX VA 22332-0400, or ARPERCEN 9700 Page Boulevard, St. Louis, MO 63132-5260, for USAR with a recommendation for approval. Disapproved applications will be returned through command channels without being forwarded to HQDA or ARPERCEN.

(2) Applications for appointment as a warrant officer in the ARNG will be prepared according to NGR 600-101 and paragraph 2-4d of this regulation. Applications will be forwarded by the State adjutant general to the Chief, ARNG Personnel Center, 5600 Columbia Pike, Falls Church, VA 22041-5200, for predetermination. Applications will in turn be forwarded to USACIDC for a decision prior to being returned through channels to the State. State appointment and Federal recognition action will be accomplished for qualified applicants as provided for in NGR 600-101.

2-7. Prerequisites for accreditation

Accreditation of special agents is accomplished by the authority of

the CG, USACIDC acting through the Chief, Accreditation Division, USACIDC. Personnel possessing the prerequisites listed below will be considered for accreditation. An application will be submitted through USACIDC command channels. (See fig 2-2 for sample format.)

a. Active duty personnel will be considered on the following:

(1) Successful completion of the Criminal Investigation Course.
(2) Successful completion of the apprentice period (minimum of 1 year). All special agents who graduate from the CID basic course will serve an apprentice period, regardless of rank, unless assigned to serology or chemistry training, which requires separate evaluations. Early accreditation can occur if an apprentice agent is recommended by his or her chain of command. The apprentice agent's performance would have to be singularly outstanding and the commander would have to certify that the apprentice agent is qualified in all sections and categories listed on DA Form 4799-R (Probationary Agent Monthly Evaluation Report). The decision for early accreditation remains at the discretion of the CG, USACIDC or designated representatives. During the apprentice period, agents should correct any area (such as the civilian education prerequisite) that was waived for acceptance.

b. ARNG and USAR personnel will be considered on the following:

(1) Successful completion of the Criminal Investigation Course (Resident) or the Criminal Investigation Correspondence Course, and the 2-week Criminal Investigation Reserve Component Course, within 1 year from the date accepted into the program.

(2) Successful completion of the apprentice period (minimum of 1 year) from the date of acceptance by HQ, USACIDC.

c. Early accreditation may only be considered when there is a personnel requirement for an accredited agent that cannot be filled by any other means.

d. If a special agent (Active duty or Reserve) is transferred during the apprentice period, the losing commander will forward the monthly DA Form 4799-R to the gaining commander. This will facilitate reporting completion of the apprentice period and accreditation. If it is determined that a special agent is not suited for accreditation, that fact and the reasons will be reported to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, for action. (See chap 4 for further guidance.)

2-8. Accreditation files

a. On application to the CID Program, an individual file is established at HQ, USACIDC containing those papers and documents that establish the individual's acceptance or nonacceptance and continued eligibility for assignment to criminal investigation duties. Included in this file are copies of the individual's application to the USACIDC with all its enclosures, including the following:

(1) Statement of personal history, personal identifiers, and photographs.

(2) Qualification record.

(3) Biography.

(4) Information pertaining to assignment capability or location.

(5) Letters of recommendation or reprimand.

(6) Educational documents.

(7) Character investigation data.

(8) Reclassification orders.

(9) Reassignment orders.

(10) Commander's inquiry data.

(11) Reports of investigation.

(12) Reasons for elimination from the program and reason for denying the application.

(13) Date of acceptance into the program, date appointed, and date of accreditation.

(14) Badge number, credential number, polygraph certificate number (if a certified polygraph examiner), and agent sequence number.

(15) Assignment and date assigned.

(16) Marital status.

(17) Other data pertaining to the accreditation function.

(18) Polygraph examiner performance and evaluation data.

(19) Physical profile and date of last physical.

(20) Assignment preference.

(21) Humanitarian transfer restrictions.

(22) Current job title.

(23) Date current security clearance authorized and date of last SBI or periodic reinvestigation.

(24) Primary and secondary foreign language capability.

(25) Special qualifications.

(26) Service agreement.

(27) Spouse's place of birth and citizenship.

(28) Agent's place of birth, hobbies, and private licenses.

b. Unit, agency, and activity commanders with CID personnel assigned will forward copies of all pertinent papers and documents listed in *a* above, through the appropriate region commander to the Commander, USACIDC, ATTN: CIPA-AC 5611 Columbia Pike, Falls Church, VA 22041-5015. This requirement is in addition to that required by current regulations for submission of documents to HQDA for filing in the individual's official military personnel file.

2-9. Access to and use of accreditation files

a. All accreditation files are considered to be "For Official Use Only" unless classified according to AR 380-5, and will be protected accordingly.

b. The Accreditation Division, USACIDC is responsible for controlling access to and loan of the accreditation files.

Chapter 3 Criminal Investigation Laboratory Training

3-1. Eligibility

a. General. Applicants for the CIL Training Program should apply for one of the following specialties:

(1) Questioned document examiner (MOS 951AP).

(2) Firearms and tool mark examiner (MOS 951AS).

(3) Latent print examiner (MOS 951AM).

(4) Forensic photographer (MOS 951AN).

(5) Forensic chemist (MOS 951AR).

b. Prerequisites. Individuals applying for the CIL Training Program must possess the qualifications listed below. (Waivers of certain prerequisites may be granted in accordance with para 3-2.)

(1) Be a warrant officer special agent.

(2) Be in a voluntary-indefinite status or Regular Army.

(3) Possess at least an associate degree from an accredited institution if applying for firearms and tool mark examiner, latent print examiner, or photo and questioned document examiner.

(4) Possess a baccalaureate degree if applying for the discipline of chemistry or serology. The degree must be in a discipline of natural sciences, such as chemistry, biology, physics, or pharmacology.

(5) Have a minimum of 2 years of criminal investigative experience (civilian or military).

(6) Have at least 5 years but not more than 15 years of active duty on initial assignment to the laboratory.

(7) Have an established military or civilian record that clearly demonstrates high performance and potential that will support an assignment to the CIL Training Program.

(8) Have been the subject of a favorably completed SBI.

(9) Have normal color vision.

3-2. Waivers

Requests for waivers of the specific prerequisites in paragraph 3-1b will be submitted along with the application and will contain complete justification including any recommendations from intermediate commanders. (Requests for waiver of the requirement for a baccalaureate degree for chemistry or serology disciplines and normal color vision requirements for the listed specialties will not be granted.)

3-3. Service commitment

Service commitments for warrant officer personnel are outlined in AR 350-100 and AR 635-100.

3-4. Applications

a. Applications with endorsements through intermediate headquarters will be forwarded to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, and will include the following:

- (1) Officer Record Brief or DA Forms 2 and 2-1, as appropriate.
- (2) Results of the applicant's latest APRT plus a height and weight statement.
- (3) Date graduated from the basic Criminal Investigation Course.
- (4) List of service sponsored and civilian schools, seminars, and related courses of instruction, to include course titles and dates completed.
- (5) Documentary evidence of the applicant's current education level. If college or university policy precludes the release of transcripts to the individual, the applicant should request that the transcripts be mailed directly to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, with a comment to this effect included in the application.
- (6) Specific discipline for which applying.
- (7) Date of last permanent change of station (PCS). If serving overseas, date scheduled to return to CONUS.
- (8) Recommendation of immediate commander. This should include comments on the applicant's ability to communicate in English, both oral and written; reasoning ability; capability to work without close supervision, general performance; and potential for promotion.
- (9) Copy of current (last) physical examination. Persons applying for forensic photographer, questioned document examiner, serologist, and chemist must have normal color vision documented in their medical records.
- (10) Information as to whether family members require special medical treatment; for example, the Exceptional Family Member Program.
- (11) Statement as to why the applicant desires to enter the CIL Training Program. This statement can contain any additional information, such as the applicant's personal interests or hobbies, that relates to the applied for discipline.

b. Commanders will ensure that the information contained in the application has been verified by a review of available military records and during personal interview of the applicant.

3-5. Actions on applications

a. Applications for acceptance as a laboratory student will be forwarded to HQ USACIDC as outlined in paragraph 3-4 and together with other data in the individual's accreditation file will be screened by appropriate staff elements. A copy of the application will be forwarded by the CG, USACIDC to the Commander, U.S. Army Criminal Investigation Laboratory—Continental United States (USACIL-CONUS), Post Office Drawer L, Fort Gillem, Forest Park, GA 30050-5000, for review, comments, and recommendations.

b. The Commander, USACIL-CONUS will convene a selection board to screen all active applications. An order of merit list will be established and the most qualified applicants will be identified. Consideration will be given to new applications at subsequent conferences with the resulting integration into the existing merit lists. Final selection is accomplished at HQDA. The board's selection results will be issued by electrical message or separate letter.

c. Qualified applicants will remain on the order of merit list for a 3-year period starting from the date of application. If it is unlikely that a qualified applicant will be selected for training during the 3-year period, he or she will be so informed when the application is initially approved, and placed on the merit list. It is the applicant's responsibility to renew or revalidate his or her application at the end of the 3 years. Revalidation is simply notifying HQ, USACIDC,

ATTN: CIPA-AC that the applicant still has an interest in laboratory training and providing any additional information regarding qualifications.

3-6. Assignment locations

a. Initial assignment to the laboratory examiner training program will be to USACIL-CONUS.

b. On successful completion of the course of instruction, the examiner will normally be assigned to USACIL-CONUS to complete a normal tour or reassigned to either USACIL-Pacific or USACIL-Europe. An overseas lab assignment will depend on vacancies and previous overseas tours.

c. Students who do not complete the training for any reason will either be reevaluated for training in another forensic discipline or will be reassigned to other than laboratory duties as directed by the CG, USACIDC in coordination with MILPERCEN. The Commander USACIL-CONUS will convene a board of appropriate laboratory representatives to determine if an individual can or cannot be trained in a second discipline. The recommendations of the laboratory board will be forwarded to HQ, USACIDC for action. The soldier will not have recourse to the Accreditation Review Board with regard to academic failure or reassignment.

3-7. Withdrawal

If for any reason, an applicant wants to withdraw his or her application at any time, he or she may do so in writing without prejudice.

3-8. Explanation of forensic disciplines

All disciplines require an extensive training program that combined with an internship period could last 2 years. Certification by the CG, USACIDC is only granted after successful completion of the applicable course of instruction (COI). All COIs require extensive reading, oral and written examinations, and mock courts, and some field training. Once certified, an examiner is authorized to conduct forensic examinations and render conclusions only while assigned to laboratory duties. An examiner can expect to testify in a variety of judicial proceedings throughout the DOD to include Article 32 hearings, courts-martial, and Federal courts. He or she can also expect to conduct research, instruct other examiners, and participate in crime scene examinations and processing.

a. *Photography.* A forensic photographer examines and photographs items of evidence. He or she routinely uses a wide range of films, chemicals, and equipment. He or she is responsible for exposing, processing, and printing both black and white and color prints; conducting training; performing research and development projects; assisting in the examinations and processing of crime scenes; and testifying in court.

b. *Questioned documents.* A questioned document examiner examines questioned handwriting, handprinting, typewriting, photocopies, printed material, indented writings, erasures, alterations, obliterations, charred documents, and other document-related material using microscopes and other instruments.

c. *Latent prints.* An examiner of latent prints develops fingerprints, palm prints, skin and fabric impressions, and footwear and tire prints on a variety of surfaces. The examiner compares latent impressions with known prints for identification. He or she works with laser and chemical technology and conducts research into new methods and techniques.

d. *Firearms and tool marks.* An examiner of firearms and tool marks is involved with serial number restoration; determining functioning capabilities and individual characteristics of a variety of handguns and shoulder weapons; microscopic identification of bullets and cartridge cases with known and suspected standards; identification of tool marks; recording and estimating distance weapons are fired from particular objects; and other matters pertaining to firearms and tool marks.

e. *Serology.* Serologists use microscopy and laboratory techniques such as electrophoresis to locate, identify, and individualize blood and other body fluids. Body fluids are individualized using blood types, enzymes, proteins, and other genetic markers.

f. *Chemistry.* A forensic chemist conducts drug and controlled

substance analysis and identification. Some chemists also analyze trace particles and substances such as soils, glass, fibers, paints, accelerants, and primer residues. Chemists conduct microscopic analyses and use laboratory techniques such as gas chromatography, mass spectrophotometry, infrared and ultra violet spectroscopy, and x-ray fluorescence.

Chapter 4 Elimination from the CID Program

4-1. Standards

a. The nature of the CID Program necessitates that all individuals assigned to the program, regardless of their status, maintain the highest standards of personal conduct and professionalism to—

(1) Preclude the possibility of compromising criminal investigations.

(2) Prevent criticism that assails the credibility of the CID Program.

(3) Avoid embarrassment to the Army and the Government.

b. No member of the Army has an inherent right to be a CID special agent or to be a member of the CID. At the sole discretion of the CG, USACIDC, any individual who is considered standard in performance or conduct, deficient in character, or otherwise unsuited for the CID Program will not be accepted or retained.

c. Punishment for misconduct resulting from trial by court-martial or under the provisions of Article 15, Uniform Code of Military Justice (UCMJ), and the subsequent use of this fact in support of elimination from the CID Program, does not constitute double jeopardy.

4-2. Basis for elimination

a. CID special agents in an apprentice status have no tenure. They may be eliminated from the CID Program, reclassified, or reassigned without Accreditation Review Board action under the following circumstances:

(1) Failure to complete the prescribed apprentice period successfully and attain accredited status.

(2) Any of the reasons listed in *b* below.

b. Accredited CID special agents may be eliminated from the CID Program for any of the following reasons:

(1) Loss of credential, badge, or any part thereof through gross negligence.

(2) Purposely or through negligence failing to secure or account for evidence or Contingency Limitation (.0015) funds.

(3) Indiscretion, disaffection, breach of discipline, or abuse of privilege that could adversely affect the performance of criminal investigative or other CID Program duties.

(4) Lack of character or moral integrity necessary for the proper performance of criminal investigative or other CID Program duties.

(5) Any of the reasons or conditions that subject an individual to elimination from the Army under the provisions of AR 635-100 or 635-200.

(6) Any acts or omissions by the individual that could impair at any time the ability to perform effectively any CID Program duties. This prohibition includes commission of any offense under the UCMJ, Federal or State law, or the laws of foreign countries.

c. Criminal investigation supervisors may be eliminated from the CID Program for any of the reasons listed in *b* above.

4-3. Revocation of acceptance or accreditation

a. The acceptance or accreditation of an individual in the CID Program is effective until revoked by the CG, USACIDC. The CG, USACIDC will establish administrative procedures for revocation of accreditation. These procedures will ensure, at a minimum, that the individual concerned is given notice of the basis for the action and an opportunity to respond prior to the final determination. An exception to this applies when an individual has not attended or completed the CID basic course. In these cases, action will be taken to

revoke acceptance when information is received that warrants revocation. The individual will be notified of the final decision and the reasons for revocation. All academic failures at the CID basic course, as determined by the school, will constitute grounds for automatic removal from the CID Program. The Deputy Commander, USACIDC will be the decisionmaker on recommendations to withdraw acceptance.

b. USACIDC region, district, field office, and laboratory commanders and CID detachment commanders of the ARNG and the USAR will, on receipt of any information regarding occurrences outlined in paragraph 4-2, conduct a preliminary inquiry to determine the source and validity of the information. The preliminary inquiry will be completed within 3 working days and will be conducted as follows:

(1) In all cases involving the possible loss or theft of Contingency Limitation (.0015) Funds, follow the procedures outlined in AR 195-4. If the case also involves misconduct by a special agent, action is required as outlined in *g* below, in addition to that shown in AR 195-4.

(2) The preliminary inquiry should be in the nature of an informal inquiry under the provision of Article 32*b*, Manual for Courts-Martial, United States, 1984. Care will be taken to ensure that neither the rights of the individual nor the capability to develop a subsequent investigation under the provisions of AR 195-2 or Article 32, UCMJ, are prejudiced during the inquiry. The region commander will be notified promptly of the allegation.

c. When the preliminary inquiry refutes the allegation, the facts will be completely documented and forwarded to the region commander. A CID sequence number will be assigned by the initiating office.

d. When the preliminary inquiry indicates some substance to the allegation or fails to prove or disprove the allegation, a commander's inquiry will be initiated and completed within 30 days. The decision to assign a commissioned officer or a warrant officer special agent to assist in the conduct of the investigation phase will be determined by the region commander. The investigating officer will be a commissioned officer or warrant officer special agent senior to the individual under inquiry. Extensions to suspense dates will only be granted by the Deputy Commander, USACIDC through the Accreditation Division (CIPA-AC).

e. When either the preliminary or commander's inquiry indicates a criminal offense listed at AR 195-2, appendix B, has occurred, a Report of Investigation (ROI) will be initiated. The commander's inquiry will be continued in order to record information not normally included in the ROI or Military Police Report (MPR), that may be grounds for revocation of accreditation. Also, the commander's inquiry will refer to the ROI or MPR and will be used to forward a copy of the ROI to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, with the region commander's recommendation. The region commander must recommend elimination or retention on all RC and National Guard personnel as neither can appear before an Accreditation Review Board.

f. Region commanders will determine the disposition of unfounded and nonserious inquiries. Founded or serious inquiries resulting in an ROI will be forwarded with a copy of the final ROI to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015, with a recommendation of revocation of acceptance or accreditation or a recommendation for retention in the CID Program. An incident will be deemed serious if the misconduct results in the individual being titled in an ROI or the misconduct could, in the region commander's judgment, support a decision to eliminate the individual from the CID Program.

g. When the preliminary or commander's inquiry reveals that the allegation is founded and is serious, embarrassing to USACIDC, or requires initiation of an ROI, the commander will—

(1) Suspend the individual from all investigative duties.

(2) Initiate flagging action according to AR 600-31.

(3) Temporarily withdraw the individual's badge, credential, and firearm, and retain them within the command.

(4) Notify the CG, USACIDC, ATTN: CIPA-AC (CDR

USACIDC WASH DC//CIPA-AC//), and Director, Crime Records Center (DIR, USACRC USACIDC BALT MD //CIRC-ZA//) by electrical means of the suspension from investigative duties, and immediately provide the facts and circumstances surrounding the case by first class mail. In the event of condition MINIMIZE, suspension notification will be dispatched via first class mail.

(5) Proceed promptly with the investigation unless notified that the CG, USACIDC has assumed responsibility for conduct of the investigation. A weekly status report of the investigation must be submitted via message on Friday of each week to the CG, USACIDC, ATTN: CIPA-AC (CDR USACIDC WASH DC //CIPA-AC//), until completed.

h. Unless notified that the CG, USACIDC has assumed responsibility for the inquiry, the region commander may return the badge and credential when it appears during the course of the inquiry that the allegations are unfounded or will not likely result in a recommendation by the region commander for withdrawal of accreditation or acceptance. When the individual is titled in an ROI or the allegation is serious, the individual will remain suspended, with badge and credential withheld pending final action by the CG, USACIDC. An individual who has been suspended from investigative duties will be assigned administrative duties. Temporary reassignment within the installation may be coordinated with the installation commander in accordance with AR 600-31. All suspension actions will be coordinated and forwarded to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015.

i. Commanders at each level of command will consider and make recommendations on the following:

- (1) Retention or elimination from the CID Program.
- (2) Suitability for reclassification within the law enforcement community.
- (3) Retention or elimination from the service according to AR 635-100 and AR 635-200.

4-4. Voluntary release from CID duties

Requests from special agents or USA CIL technicians for voluntary reassignment to other than criminal investigation duties will be commented on by the individual's supervisor and forwarded through channels to the Commander, USACIDC, ATTN:CIPA-MPP, 5611 Columbia Pike, Falls Church, VA 22041-5015. If approved, enlisted personnel will be reclassified and reassigned outside USACIDC. In the case of warrant officers, voluntary release will be contingent on reclassification, release from active duty, or resignation. Special agents and laboratory examiners will retain their badge and credential and continue to perform their investigative or laboratory duties pending final action by the CG, USACIDC.

4-5. Involuntary reclassification

Special agent personnel are involuntarily reclassified for inefficiency or a debilitating physical or mental condition without appearing before an Accreditation Review Board.

a. When a recommendation for involuntary removal from the CID Program is based on inefficiency, the report of removal will reflect any corrective action taken prior to the recommendation for reclassification action. The individual's failure to perform effectively will be determined and documented by the commander or supervisor and verified by a field grade officer as outlined under the provisions of AR 600-200, chapter 2, section VII.

b. When a recommendation for involuntary removal from the CID Program is based on a mental or physical condition, the report must contain a medical evaluation and professional opinion stating the effect the condition will have on CID Program duties.

c. Prior to forwarding the recommendation for reclassification, the immediate commander will notify the individual in writing that a recommendation for reclassification has been initiated. The commander will provide the individual with the opportunity to submit a written statement indicating any pertinent facts or to submit any rebuttal bearing on the question of reclassification.

d. The withdrawal action will be forwarded through command channels with recommendations from the chain of command to the

Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike,
Falls Church, VA 22041-5015.

Appendix A References

Section I Required Publications

AR 135-51

Criminal Investigation Units Accreditation, Training, and Mobilization Criteria. (Cited in para 2-5a(1).)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 2-4d and 2-5b(2).)

AR 195-2

Criminal Investigation Activities. (Cited in para 4-3b(2) and e.)

AR 195-4

Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities. (Cited in para 4-3b(1).)

AR 195-6

Department of the Army Polygraph Activities. (Cited in para 2-1c.)

AR 350-100

Officers Active Service Obligation. (Cited in para 3-3.)

AR 380-5

Department of the Army Information Security Program. (Cited in para 2-9a.)

AR 600-9

The Army Weight Control Program. (Cited in para 2-2a(8).)

AR 600-31

Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations of Proceedings.(Cited in para 4-3g(2) and h.)

AR 600-200

Enlisted Personnel Management System.(Cited in para 4-5a.)

AR 604-5

Personnel Security Program Regulations.(Cited in para 2-4c(3) and (5).)

AR 611-101

Commissioned Officer Specialty Classification System. (Cited in para 2-1a.)

AR 611-112

Manual of Warrant Officer Military Occupational Specialties. (Cited in para 2-1a(2)and c.)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in para 2-1a(3).)

AR 635-100

Officer Personnel. (Cited in paras 3-3,4-2b(5) and 4-3i(3).)

AR 635-200

Enlisted Personnel. (Cited in paras 4-2b(5)and 4-3i(3).)

NGR 600-101

Warrant Officers—Federal Recognition and Personnel Actions. (Cited in paras 2-4d,2-5b(3) and 2-6b(2).)

Section II Related Publications

DA Form 2

Personnel Qualification Record—Part I

DA Form 2-1

Personnel Qualification Record—Part II

DA Form 2496

Disposition Form

DA Form 4799-R

Probationary Agent Monthly Evaluation Report

DD Form 398

Personnel Security Questionnaire

DD Form 398-2

Personnel Security Questionnaire (National Agency Check)

DD Form 2221

DOD Authority for Release of Information and Records

JUST Form FD 258

FBI U.S. Department of Justice Fingerprint Card (Applicant)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B Interview and Interviewer's Responsibility for Processing Personnel for Acceptance as a CID Special Agent

B-1. When an interview is required

An interview of each individual is required prior to submission of an application for acceptance as a CID special agent. It serves to develop information essential in determining the applicant's suitability as a CID special agent.

B-2. Interviewer

a. An interviewer is a Chief of Investigative Support (CIS), operations officer, SAC of a resident agency, SAC of a branch office, CID field office commander, CID district commander, CID detachment commander, CID region commander, or a field grade officer assigned to HQ, USACIDC in an operational position. The final interview will be conducted according to paragraph 2-5a(3), and the person conducting the final interview will sign the Statement of Interview.

b. The checklist in figure B-1 will be used to plan the interview. As each area is covered, it should be checked. On completion of the processing procedures, the list will be attached as an enclosure to the letter of transmittal forwarding the interviewer's evaluation of the applicant to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015.

B-3. Interview

a. The CIS or a designee will conduct an initial screening of the individual's application to determine whether the applicant meets the prerequisites in paragraph 2-2. If the applicant does not meet the waivable requirements, the CIS will inform the individual of such failure and furnish instruction on the procedures for requesting the waivers that must accompany the application. If an applicant does not meet the nonwaivable requirements, the CIS will inform the individual that the application cannot be accepted and terminate the interview. The interviewer will screen the applicant's Military Personnel Records Jacket (field file) and medical records (with the assistance of medical personnel or by medical personnel) to identify any derogatory information that would affect CID acceptance or subsequent issuance of a Top Secret security clearance. Results of this screening will be shown in the interviewer's statement. The interviewer will also discuss the applicant's performance with the applicant's immediate supervisors/chain of command. Derogatory information will be discussed with the applicant and reported in the CID interviewer's statement.

b. The interviewer will—

(1) Ensure that the individual has been given a proper Privacy Act notification as specified in paragraph 2-4a.

(2) Inform eligible applicants concerning MOS 95D duties and responsibilities of a special agent. The interviewer will not make any commitment for the acceptance of the individual or any assignment of the applicant if accepted into the CID Program.

(3) Determine whether the applicant is still interested in applying for acceptance as a CID special agent. If the individual is still interested, the interviewer will conduct an interview and outline to the applicant the following information:

(*a.*) Assignment, duty requirements, and retention criteria of all CID special agents.

(*b.*) The apprentice period on completion of the Criminal Investigation Course.

(4) Ensure the applicant is aware that acceptance by the CG, USACIDC is not assurance that he or she will remain a CID special agent. Also, ensure the applicant understands he or she must successfully complete the prescribed course of instruction and the apprentice period after graduation from the criminal investigation Course.

c. The CIS or designee will have the applicant writer and sign a contingency statement as shown at figure B-2. The statement will be completed in two copies. One copy will be forwarded to the

Commander, USACID, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015. The second copy will be furnished to the applicant.

d. During the interview at the CID office, the CIS will have the applicant prepare a short handwritten biography stating the reason for applying for acceptance as a CID special agent. The applicant will also provide a brief synopsis of past employment, education, and experience. The applicant must be informed that the purpose of the composition is to determine the applicant's penmanship ability and written communication skills in the English language. A poorly written biography could contribute to the disapproval of the application. The following areas must be included:

(1) Level of formal education.

(2) Major field in which the applicant has been employed (for example, police work or clerical).

(3) A brief description of duties performed.

(4) Length of time engaged in each field.

(5) Highest degree of responsibility assumed in each position.

(6) Description of major incidents in life that have affected the applicant's personality, character, or outlook on life in general.

e. The CIS or other CID representative will sign the biography to certify that it was handwritten by the applicant while at the CID office.

B-4. Conduct of the final interview

a. The final interview should be conducted as prescribed in paragraph 2-5a(3) and should provide an opportunity to—

(1) Observe and evaluate the applicant closely.

(2) Elicit information that can only be obtained through an informal discussion with the applicant to explore the following areas fully:

(*a.*) Family background.

(*b.*) Personal problems that may limit the usefulness of the applicant in investigative duties.

(*c.*) Any foreign language ability, how acquired, and degree of proficiency.

(*d.*) Financial responsibility.

(*e.*) Course of study, technical training, and other skills or hobbies that improve the applicant's potential for investigative duties.

(*f.*) Knowledge or interest in police and legal matters.

(*g.*) Applicant's reasons and basic motivation for applying for investigative duties.

(*h.*) Any other subjects deemed essential by the interviewer to evaluate the applicant and to complete the statement of interview.

b. The interview must be conducted in a manner to provide a basis for properly estimating personality traits described in (1) and (2) below and appraising the applicant in order to determine other qualifications set forth in (3) through (5) below.

(1) Motivation and reasons for applying for MOS 95D, poise, mental alertness, sincerity, ability to think quickly, oral expression, personality, and maturity.

(2) The following qualities and attitudes:

(*a.*) Neatness.

(*b.*) Good posture.

(*c.*) Good stature and physique.

(*d.*) Proper demeanor.

(*e.*) Proper attitude.

(*f.*) Common sense. Is quick to grasp a situation.

(3) The following education skills:

(*a.*) Ability to write in the English language.

(*b.*) Oral communication skills in the English language.

(4) The following moral views:

(*a.*) Definite ideas of right and wrong in personal and public life.

(*b.*) A sense of personal responsibility.

(*c.*) Religious and racial tolerance.

B-5. Action required by interviewer

The interviewer as defined in paragraph 2-5a(3) will prepare a statement of interview that will include the information indicated in the format shown in figure B-3. The statement will be annotated

“For Official Use Only”. Information relating solely to the character, integrity, or suitability of the applicant will normally be afforded the protective covering of “For Official Use Only”.

B-6. Action required by interviewer

The following action will be taken by the interviewer:

a. Assist the applicant, as necessary, in preparation of the request for waivers of prerequisites prescribed in paragraph 2-3, when determination has been made that waivers are required.

b. Review items on the checklist (fig B-1) to ensure that all requirements have been fulfilled.

c. After all requirements have been completed and the interviewer has determined that the interviewer has determined that the applicant is administratively qualified for acceptance into MOS 95D, with or without waivers, prepare a statement of interview. (A sample format is at fig B-3.) He or she will furnish the applicant a statement documenting the interview by a representative of USACIDC. The interviewer will send the results of the interview along with the SBI documentation directly to the Commander, USACIDC, ATTN: CIPA-AC, 5611 Columbia Pike, Falls Church, VA 22041-5015. This certificate must accompany the individual's application for acceptance into the CID Program.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT		
CIXX-XX	Application for Acceptance as a CID Special Agent		
TO	FROM	DATE	CMT 1
Commander 49th Military Police Company Fort Bravo, CA 90505	SGT John Smith 123-66-8954 49th Military Police Company Fort Bravo, CA, 90505		
<p>1. IAW provisions of AR 195-3, paragraph 2-4, I request acceptance as a CID special agent.</p> <p>2. The following information is submitted voluntarily. I understand that in accordance with the Privacy Act (5 USC 552a) this information is solicited to facilitate the determination of my eligibility and ensure accuracy of information which may be acquired during the processing of this application. I understand that the authority to solicit this information is 10 USC 3012(g) and that my failure to provide the required information may result in delay in processing and/or nonselection for the CID program.</p> <p>a. I am a United States Citizen by (birth) (naturalization).</p> <p>b. I have no record of mental, emotional disorders, or pathological personality disorders.</p> <p>c. I feel that a background investigation will establish that I have favorable character, integrity, loyalty, reputation, sobriety, discretion and stability.</p> <p>d. I (do) (do not) have a record of unsatisfactory credit.</p> <p>e. I (have) (have not) been tried by civil court nor arrested/apprehended for any offense.</p> <p>f. I (have) (have not) been tried by summary, special, or general court-martial.</p> <p>g. I am _____ years old.</p> <p>h. My physical profile is: _____ (Your medical records contain this information). My latest Army Physical Readiness Test (APRT) score is: _____. My height is: _____ My weight is: _____.</p> <p>i. I (do) (do not) have normal color vision.</p> <p>j. I have _____ years of military service.</p> <p>k. My GT score is: _____.</p> <p>l. I (have) (have not) been granted a waiver for enlistment.</p> <p>m. I (do) (do not) have a record of time lost under Section 972, Title 10, USC.</p> <p>n. I (am) (am not) qualified as a military policeman (MOS 95B).</p>			

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

• USGPO: 1986-490-001/43241

Figure 2-1. Sample format of an application for acceptance as a CID special agent

CIXX-XX

SUBJECT: Application for Acceptance as a CID Special Agent

- o. My primary MOS is:
- p. Marital status:
- q. Date of current enlistment and period of enlistment:
- r. DEROS (or date of return from last overseas tour, and place):
- s. Date of my last permanent change of station:
- t. Should I be accepted for participation in the CID Program, I will extend, enlist, or reenlist, if necessary, to meet the 2-year retainability requirement.

- 15 Encls
- 1. List of service schools completed
- 2. DA Forms 2 and 2-1
- 3. DD Form 398, original and four copies
- 4. FD Form 258, two copies
- 5. DD Form 398-2, one set
- 6. DD Form 2221, original and four copies
- 7. Photos
- 8. Biography
- 9. Stmt from CID interviewer relative to disposition of interview results and security forms
- 10. Transcripts
- 11. Ltrs of recommendation/commendation
- 12. Cy of APRT
- 13. Contingency statement
- 14. TABE results
- 15. Other material deemed appropriate by applicant

JOHN SMITH
SGT, SSN
49th MP Co

Figure 2-1. Sample format of an application for acceptance as a CID special agent—Continued

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL CIXX-XX	SUBJECT Request for Accreditation as a Special Agent
---------------------------------------	---

TO Commander First Region, USACIDC Fort Meade, MD 20755-5325	FROM Commander Fort Dix District First Region, USACIDC Fort Dix, NJ 06840-5780	DATE Mr. Ernst/gl/AV289-1559	CMT 1
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1. In accordance with the provisions of AR 195-3, paragraph 2-7, request that Sergeant ("Fully Identify") Doe be accredited as a special agent.
2. Sergeant Doe satisfactorily completed his/her probation period on
3. Enclosed is the terminal evaluation report (DA Form 4799-R) which includes the results of all monthly evaluation reports prepared previously.

2 Encls
1. Cy of CI Course diploma
2. DA Form 4799-R

KAREN F. KORNACKI
Major, MPC
Commanding

CIXX-XX

TO Cdr, USACIDC 5611 Columbia Pike Falls Church, VA 22041-5015	FROM Cdr, First Region USACIDC Fort Meade, MD 20775-5325	DATE Ms. Seegars/ksk/AV289-1559	CMT 2
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Recommend approval/disapproval.

2 Encls
nc

JOHN F. NAUGHTON
Lieutenant Colonel, MPC
Commanding

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

DA FORM 2496 (90-011) (12-1)

Figure 2-2. Sample format for requesting accreditation as a CID special agent

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1. Give the applicant a copy of the Privacy Act Statement to read before the interview.
 2. Give the applicant a complete orientation.
 3. Answer all questions posed by the applicant.
 4. Obtain a signed contingency statement from the applicant (fig B-2).
 5. Assist the applicant in preparation of the documentation required for the special background investigation (SBI).
 6. Have the applicant prepare a short handwritten biography for inclusion with the application. Be sure to certify its preparation under CID supervision.
 7. Check personnel/medical records and discuss applicant's performance with the applicant's immediate supervisors/chain of command. Be sure that the records examined and supervisor's discussion are covered in the Statement of Interview.
 8. Conduct the personal interview.
 9. Prepare the Statement of Interview (fig B-3).
 10. Do not make any promise concerning acceptance of the applicant into CID or any future duty assignments.
 11. Determine for yourself that the applicant you interviewed and recommended for acceptance into the criminal investigation program possesses all the traits, skills, and characteristics desired of CID special agents.
 12. Advise the applicant that you should be contacted immediately if a decision is made to withdraw the application or disqualifying facts become known.
 13. Advise the applicant to contact you immediately if the applicant changes his/her official address due to PCS or extended TDY.

Figure B-1. Interview checklist

Contingency Statement

I understand that final acceptance for duties as a CID special agent (MOS 95D) or (951A if applicable) is contingent upon a favorable background investigation, including and evaluation of my personal characteristics and potential capabilities, successful completion of the Criminal Investigation Course, and successful completion of a 1-year apprenticeship period. I also understand that if I do not satisfactorily complete the prescribed course of instruction, I will be relieved from duty as a CID special agent and reclassified at the discretion of the Department of the Army.

(Signature of applicant)

(Witness)

Figure B-2. Contingency statement

(Unit heading)

(Date)

(Unit File Symbol)

SUBJECT: Statement of Interview

Commander
US Army Criminal Investigation Command
ATTN: CIPA-AC
5611 Columbia Pike
Falls Church, VA 22041-5015

1. In compliance with AR 195-3, paragraph 2-4b(14), and appendix A, on *(date)* (Full name, social security number, grade and address) an applicant for acceptance as a CID special agent in the U.S. Army Criminal Investigation program, was interviewed. His/her personnel and medical records were screened with (negative results) (the following information developed:). The applicant's immediate supervisor/chain of command were interviewed and they reported the applicant was (performing well) (was not performing because:).
2. I interviewed the applicant concerning the following points: family background, appearance, education, demeanor, moral views and character, integrity, discretion, financial responsibility, technical training, skills and hobbies that would enhance the applicant's potential for investigative duties, previous leadership positions held, basic motivation for applying for investigative duties, information that would elaborate or clarify a qualification on DD Form 398, and other information deemed appropriate.
3. (Reason applicant desires acceptance into MOS 95D as a CID special agent.)
4. The following adverse or derogatory information was obtained concerning those items listed in paragraph 2 above: (If no adverse or derogatory information was obtained state: None).
5. Waivers. (Outline the prerequisites for which a waiver is requested and the interviewer's recommendation concerning approval or disapproval. If no waiver's are necessary, state this fact.)
6. Recommendation. (Include in this paragraph the interviewer's recommendation concerning the applicant's acceptability into the Criminal Investigation Program.)

(Signature)

Figure B-3. Sample format for the statement of interview

Glossary

Section I Abbreviations

APRT

Army physical readiness test

ARNG

Army National Guard

ARPERCEN

U.S. Army Reserve Personnel Center

CID

Criminal Investigation Command

CIL

criminal investigation laboratory

CIS

Chief of Investigative Support

COI

course of instruction

CONUS

Continental United States

DA

Department of the Army

EER

Enlisted Efficiency Report

GT

general technical

HQDA

Headquarters, Department of the Army

MILPERCEN

U.S. Army Military Personnel Center

MOS

military occupational specialty

MPR

Military Police Report

OER

Officer Efficiency Report

PCS

permanent change of station

PMOS

primary military occupational specialty

RC

Reserve Component

ROI

Report of Investigation

SAC

special agent-in-charge

SBI

special background investigation

SQI

special qualification identifier

ST

skill technical

TABE

Test of Adult Basic Education

UCMJ

Uniform Code of Military Justice

USACIDC

U.S. Army Criminal Investigation Command

USACIL

U.S. Army Criminal Investigation Laboratory

USAMPS

U.S. Army Military Police School

USAR

U.S. Army Reserve

Section II Terms

Army Criminal Investigation Program

Includes those criminal investigation procedures, techniques, resources, training, and communication procedures used by USACIDC throughout the Army.

Acceptance

The action taken by the CG, USACIDC that authorizes qualified enlisted personnel, civilian personnel, and warrant officers admission to the CID Program or admission of commissioned officers into supervisory positions.

Accreditation

Relative to special agents, an action taken by the CG, USACIDC or the designated representative, to signify successful completion of the 1-year apprentice period.

Apprentice period

A 1-year period beginning the day the individual graduates from the CID basic course and is awarded MOS 95D10Y2, 20Y2, or 30Y2. During this period, the individual will be continually evaluated for demonstrated overall performance, capabilities, and potential as a CID special agent.

CID badge

A distinctive shield issued in conjunction with the credential that identifies the individual as a CID special agent or criminal investigation supervisor. Receipt of the CID special agent badge provides the authority to conduct criminal investigations.

CID special agent

An enlisted member or warrant officer of the Active Army, the ARNG, or the USAR authorized by the CG, USACIDC to investigate violations of the UCMJ in which the U.S. Army is or may be a party in interest, and to

perform other duties imposed by the CG, USACIDC, Army regulations, or law.

Criminal investigation laboratory examiner

A warrant officer or civilian who has been authorized by the CG, USACIDC to conduct CIL examinations.

CID polygraph examiner

A warrant officer or civilian who has been certified and authorized by the CG, USACIDC to conduct polygraph examinations.

Civilian

An individual not currently in the U.S. Armed Forces. Used in this context, civilian refers to the person who desires entry to the CID Program and enlistment into the ARNG, USAR, or Active Army.

Certification

Action by the CG, USACIDC or the designee to certify that a USACIDC polygraph examiner is fully qualified in the use of the polygraph instrument and procedures and has served the appropriate intern period.

Credential

An authenticated card issued by the CG, USACIDC that identifies an individual as a CID special agent, staff, CIL examiner, criminal investigation supervisor, or criminal information coordinator.

Criminal investigation supervisor

A commissioned officer who is assigned as region commander, district commander, field office commander, laboratory commander, or to other positions for criminal investigation designated by the CG, USACIDC.

Section III

Special Abbreviations and Terms

This section contains no entries.

Index

This section contains no entries.

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DOC STATUS: REVISION